

CITY OF FRESNO



**PLANNING &
DEVELOPMENT
DIRECTOR**

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UNIQUE OPPORTUNITY

The City of Fresno is seeking an experienced development professional with significant management experience to oversee the City's development activities. The new Director of Planning & Development

must be an innovative thinker with a strong customer service vision and a proven track record of professional accomplishments. This vacancy exists due to the retirement of the long-tenured incumbent. If you are a highly experienced and knowledgeable professional in this field, and if you value responsive government and solution-oriented leadership, we invite your continued interest.

THE COMMUNITY

Located on 106 square miles in the lush San Joaquin Valley in the heart of California, Fresno (the Spanish name for Ash Tree) is the Central Valley's largest metropolitan city within the greater county area that is approaching one million residents. Centrally situated between San Francisco and Los Angeles, Fresno serves as the business, financial, cultural, and entertainment capital of the San Joaquin Valley. Fresno is the state's fifth largest city.

Fresno (pop. 500,000) is a rapidly growing community within a world-renowned agricultural setting, featuring a culturally diverse population. Fresno's Central Valley location provides easy access to the numerous cultural and recreational offerings of both the San Francisco Bay and Los Angeles metropolitan areas. Fresno is about a three-hour drive to San Francisco, Los Angeles, Big Sur, the Monterey Peninsula, and Morro Bay. Famed Yosemite National Park as well as Sequoia and Kings Canyon National Parks are less than 90 minutes from Fresno. The City is near enough to other sites of natural beauty, such as the majestic Sierra Nevada Mountains and the Pacific Ocean, to offer year-round sports and recreational activities such as golf, tennis, fishing, biking, camping, sailing, winter sports, rock climbing, backpacking, and various water sports. Numerous lakes and two major rivers, including one of California's finest whitewater rafting rivers, are all in Fresno's backyard.

In-town activities include excellent theatres offering a variety of music, dance and drama productions, a vibrant nightlife, and a quality philharmonic orchestra. In addition, outstanding museums include the Fresno Art Museum, Arte Americas, the African American Museum, and the Fresno Metropolitan Museum, which attract world-class touring exhibits.

Fresno's historic Tower District hosts many eclectic events such as the popular Mardi Gras. While there, one can enjoy browsing its many boutiques, galleries and coffee houses. In central Fresno, Valley residents enjoy the splendor of the two-mile stretch of Christmas Tree Lane, an annual tradition for more than 70 years. Across town, the Old West is celebrated in the neighboring city of Clovis, famous for the annual Clovis Rodeo held for nearly 90 years. In addition, there are local gardens, parks, a zoo, and water theme parks, as well as a strong sports presence. California State University – Fresno's football, basketball, baseball, and women's softball and soccer teams have enjoyed championship level competition and broad community support. The Fresno State baseball team was recently crowned the 2008 NCAA national champion!

The Central Valley is also proud to display its agricultural roots through a series of annual events that include old-fashioned festivals, cultural celebrations, and the largest harvest fair in California. Fresno's agricultural heritage can also be experienced at the many farmers' markets throughout the area.

Fresno offers an excellent environment for family life with its many recreational areas and affordable housing. Schools include a thriving K-12 education system (with public and private options), an established and expanding community college network, and universities including California State University – Fresno, Fresno Pacific University, National University, University of Phoenix, and a new University of California campus at nearby Merced. Additionally, a major branch of the University of California – San Francisco School of Medicine is located in downtown Fresno.

THE CITY GOVERNMENT

With over 4,100 employees, Fresno is a full-service city under a "Strong Mayor" form of government. The Mayor is elected every four years through a city-wide election and appoints the City Manager. The City Council is comprised of seven Council Members who are elected by district to four-year overlapping terms. The Council appoints the City Attorney and City Clerk.

The City Manager is responsible for appointing all other department directors in 14 different departments including General Services; Personnel Services; Planning and Development; Downtown & Community Revitalization; Police; Public Works; Finance; Budget; Airports; Information Services; Fire; Parks, Recreation and Community Services; Transportation; and Public Utilities. The City operates two airports (Fresno Yosemite International provides service to most major cities), a bus system, and water, wastewater, and solid waste utilities. The City currently has an annual budget of \$1.042 billion.

THE PLANNING & DEVELOPMENT DEPARTMENT

The Planning & Development Department focuses on property development and revitalization activities throughout the City, including land use planning, permit issuance and building plan check and inspection services, and code enforcement. The Department also administers programs aimed at the development of affordable low-income and moderate-income housing. Quality customer service and conforming to the changing needs of the citizens of Fresno are the Department's top priorities. The Department has an annual operating budget of approximately \$34 million and 193 employees.

The Planning & Development Department consists of five divisions: Administration, Planning, Building and Safety Services, Housing and Community Development, and Code Enforcement.

Administration: The Administration Division has overall responsibility for the business management functions of the Department including general administration, strategic planning, and financial management. The Division provides public counter cashiering services under the "one-



stop shop” concept, coordinates and administers the budget, and provides management, personnel, payroll, and training services for the Department.

Planning: The Planning Division performs advanced and current planning functions, including processing entitlements such as plan amendments, rezones, site plans, conditional use permits, and environmental assessments. The Division also prepares and maintains the General Plan and various community specific and redevelopment plans, processes annexations, provides public counter planning services, and coordinates efforts of citizen advisory and plan implementation committees.

Building and Safety Services: The Building and Safety Services Division is responsible for permit processing, plan checking, and inspection services for public and private projects. The Division provides public counter service; processes subdivision, UGM, and various entitlements associated with development; and provides planning and engineering staff support to commercial and residential projects.

Housing and Community Development: The Housing and Community Development Division serves to deliver quality affordable housing programs and to facilitate and coordinate construction of affordable and market rate housing projects.

Code Enforcement: The Code Enforcement Division is dedicated to enhancing the quality of life for the citizens of the City of Fresno through the enforcement of Housing, Zoning and Public Nuisance ordinances.

CURRENT ISSUES AND PRIORITIES

In preparation for the recruitment of a new Director of Planning & Development, the City has identified the primary issues and priorities to be addressed by the successful candidate.

Future Land Use Planning – Recent changes to Fresno’s General Plan and local economy have created an excellent opportunity to direct how and where the community will grow over the next 25 years or more, with sustainability and environmental concerns being the primary factors. Moving the future development “up and in” is a key component of the new General Plan, and it is imperative that the new Director possess the leadership and vision to transform this plan into a reality. The successful implementation of the 2025 General Plan will require the new Director to gather consensus from a wide variety of internal and external stakeholders and possess the political astuteness to bring many of the supporting policies and requirements to fruition.

Development Partnership Center (DPC) – The Development Partnership Center (DPC) is a new customer/user-friendly inter-departmental center and organizational component of City Hall. The DPC energizes the timely coordination of, and communication about, the development application process among the public and all reviewing departments, interagency partners, and the design, engineering and development community. The City is in the process of implementing the DPC as it seeks to streamline the development review process with customer service as a top priority.

10 x 10 Affordable Housing Plan – The 10 x 10 Affordable Housing Plan is a community-based Mayoral Initiative to foster the creation of 10,000 new affordable housing units by 2010. The Plan was created in 2006 by members of the Fresno Housing Alliance in cooperation with the Mayor and City staff. The 10 x 10 unit goals include new and/or rehabilitated substandard units that are completed, under construction, permitted, or approved in master plans.

Capital Improvement Plan – In FY 2009 the Planning & Development Department will dedicate \$13.8 million to downtown and citywide projects:

- **Use of Economic Stimulus Funds:** The Department serves as the lead on \$11 million of Neighborhood Stabilization Program funds awarded to the City in FY 2009. These dollars will fund various capital projects to address foreclosures in Fresno and their effect on neighborhoods. The Department anticipates directing use of \$4.6 million of Energy Efficiency and Conservation Block Grant (EECBG) monies. To move the City towards a greener future, Sustainability Fresno projects will require revisions of building codes to enhance green building, energy audits, retrofitting and other initiatives. The Code Enforcement Division will oversee a \$1 million Lead Based Paint Grant to address citywide issues related to this health and safety challenge.
- **Housing for the Homeless:** In an effort to assist those of Fresno’s citizens struggling with homelessness, the Department will dedicate HOME funds through the Community Housing Development Organization program.
- **Downtown Economic Development – Land Acquisition:** This project’s plan proposes that the City acquire commercial structures and/or vacant land to stimulate economic development in the downtown area.
- **Housing Earmark:** Established in FY 2007, the Housing Trust Earmark is a first step toward addressing the needs of the City for affordable housing.

Current Economic Challenges – The current economic slowdown affecting the nation has not left the City of Fresno untouched. As the housing market experiences an unprecedented downturn, it has inevitably impacted City departments to varying degrees. A significant impact has been seen in the Planning & Development Department. Permit inspections that make up a substantial component of overall revenues have dropped off. The Department is staffed to undertake approximately 700 inspections a day. At the height of the building boom, they performed up to 1,200 inspections per day. The daily work load for FY 2009 is expected to average 350 inspections. Steps have been taken to offset this downturn and to preserve the talented and knowledgeable staff in anticipation of improvement in the economy.

THE DIRECTOR OF PLANNING & DEVELOPMENT

Under direction of the City Manager, the Director of Planning & Development directs the operations of the Planning & Development Department. The Director is required to use independent judgment and discretion in directing the City’s planning, development services, inspection, engineering services, annexations and research, and neighborhood preservation functions. This is an unclassified position in which the incumbent is appointed by, and serves at the will of, the City Manager.

Typical duties of the position include, but are not limited to:

- Establishes broad departmental policies and directs and coordinates the work of subordinates in carrying out programs and established policies.



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- Directs departmental staff in advising the City Council, Planning Commission, and various boards and commissions in determining broad policies and in rendering specific decisions.
- Directs the preparation and maintenance of the General Plan.
- Recommends new standards and ordinances pertaining to the City's development program; recommends revisions to those in existence.
- Makes recommendations to grant or deny approval of rezonings, conditional use permits, variances, site plan reviews, and minor plan deviations.
- Consults with other department heads, developers, citizens, and officials on development matters.
- Directs the preparation of final budget requests for submittal, and administers approved budget.
- Develops and coordinates the Environmental Quality Program.
- Attends meetings of various boards, commissions and committees as required regarding the General Plan, zoning ordinance, urban growth management, environmental assessments, land divisions, building codes, development proposals, and other related matters.
- Performs related duties as required.

THE IDEAL CANDIDATE

The City of Fresno is a dynamic and fast-paced organization that continually strives to meet the changing needs of its citizens. The City seeks a Director of Planning & Development who has the energy level and commitment to be part of a dynamic management team that believes in a team environment, meeting high expectations, and continually finding new ways to improve services and establish and improve processes. The ideal candidate possesses a professional presence, is an innovative thinker with a strong customer service orientation and has a proven track record of accomplishments. He/she should be politically savvy and confident in his/her ability to function in an environment that encourages the free-flowing exchange of ideas. The successful candidate should be able to multi-task and change direction to meet the evolving issues of the City. It is important that the selected candidate have good judgment, be self-sufficient and hands-on as a leader. He/she should also have excellent people skills and be able to communicate complex information in easily understood terms.

Education and Experience

A Bachelor's degree in urban planning, public administration, political science, social sciences, civil engineering, architecture, landscape architecture, or related field is required, as is five years of professional administrative or management experience in governmental planning, civil engineering, architecture, construction inspection, or a related field. Possession of a valid California Driver's License may be required at time of appointment.

COMPENSATION

The City has developed a comprehensive compensation program for this position. The specific features of the program include an annual salary up to **\$150,000**. Actual salary will be dependent on the qualifications of the successful candidate. The City offers a competitive benefits package including:

Health and Welfare Plan – Medical, dental, vision, and some orthodontics for employee and dependents

Retirement – City System (2% @ 55); reciprocity with PERS

Annual Leave – 23 days per year

Administrative Leave – 60 hours per year given each July 1 (up to an additional 32 hours based upon performance)

Holidays – 10 city-observed holidays annually, plus two personal days and birthday

Long-term Disability Income – City pays 2/3 of monthly salary up to \$7,500 per month, premium paid by City.

Life Insurance – Equal to annual salary, premium paid by City

Deferred Compensation – Available at employee's option

Auto Allowance – \$300 per month

Flexible Spending Account – IRS 125 plan for health/dependent care

Employee Assistance Program – Three free confidential counseling sessions every six months



APPLICATION PROCEDURE

This position is **open until filled**. Please apply **as soon as possible** as resumes will be reviewed as they are received. Your resume should reflect size (staff/budget) and scope of recent responsibilities, as well as **years and months** of beginning/ending dates of positions held. To be considered for this outstanding career opportunity, please submit your resume, cover letter, current salary, and four work-related references to:



Stuart Satow
CPS Executive Search
241 Lathrop Way
Sacramento, CA 95815
916-263-1401 (Ph) 916-561-7205 (Fax)
Email: resumes@cps.ca.gov
Website: www.cps.ca.gov/search
City Website: www.fresno.gov

Resumes will be screened in relation to the criteria outlined in this brochure. The most qualified candidates will be invited to interview with the consultant. The City will then select a small number of candidates to compete as finalists. An appointment will be made following thorough reference and background checks.

Fresno is an Equal Opportunity Employer

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